

THE STATE



OF KANSAS

KANSAS DEPARTMENT OF AGRICULTURE

Jackie McClaskey, Secretary of Agriculture

DIVISION OF WATER RESOURCES

David W. Barfield, Chief Engineer

ATTENTION

NEW FOR THE 2018 REPORTING YEAR:

PAPER REPORTING FEE

Starting with the 2018 water use reporting period, the Kansas Department of Agriculture, Division of Water Resources is implementing a **\$20 per water right paper filing fee** on each water use report (excluding domestic use) when the report is submitted on paper form. **The \$20 fee can be avoided by reporting water use online.**

Complete your online water use report at www.KSWaterUseReport.org

To learn more about water use online and to access video trainings, visit: www.Agriculture.ks.gov/Wateruse

Note from the Secretary of Agriculture:

“KDA has striven to achieve superior customer service. One way we aim to achieve this goal is by listening to the Kansans we serve every day. Our customers want their interaction with our divisions to be seamless and convenient. To stay up to date with a changing technological world and save our customers time and money, KDA has transitioned many of our licenses and reports to online submittals, where feasible.

One of these online systems that has been successful is online water use reporting. Online water use reports allow water right holders to enter annual water use reports online and receive immediate feedback to help ensure that the report is accurate and provide access to other features such as previous reports submitted online. These online systems have come with significant costs, but our agency policy supports these initial costs as they will help us achieve long-term cost savings. Therefore, we have not implemented online “convenience fees” utilized by other entities but have taken an entirely different tact. In 2017 we asked for and received permission from the Kansas Legislature to charge a paper filing fee when an online option is available to encourage our customers to use online systems.”

For free assistance reporting online, water use correspondents can go to any DWR field offices.

Manhattan Headquarters
1320 Research Park Drive
Manhattan, KS 66502
785-564-6638

Topeka Field Office
6531 SE Forbes Ave, Suite B
Topeka, KS 66619
785-296-5733

Stafford Field Office
300 S. Main Street
Stafford, KS 67578
620-234-5311

Stockton Field Office
820 S. Walnut St.
Stockton, KS
785-425-6787

Garden City Field Office
2508 Johns Street
Garden City, KS 67846
620-276-2901

Online Reporting

Annual Water Use can be reported online to comply with the water use reporting requirements of the Kansas Water Appropriation Act. You can complete the online water use report by going to the following site:

www.KSWaterUseReport.org

1. Log in using your PIN and PERSON ID. These numbers are printed in the lower left-hand corner on the annual water use report form mailed to you by the Kansas Department of Agriculture, Division of Water Resources.
2. One logged in, follow the instructions inside the pages displayed. Particularly take notice of the links at the top of each page which are helpful for navigating through the different parts of the report that may be required for a specific use made of water.
3. Please read the Instructions for completing the online report and the Terms and Definitions. **Please only submit one form, (online or paper) not both. Please note that if filing a paper form, you will need to include \$20 per file number for the filing fee.** If you need assistance, please contact us at 785-564-6638 or you may call your local field office.

* IMPORTANT LAW AFFECTING WATER USERS *

K.S.A. 82a-732 requires the owner of a water right or permit to appropriate water for beneficial use, except for domestic use, to file a complete and accurate water use report on or before March 1, following the end of the previous calendar year.

Any owner of a water right or permit to appropriate water for beneficial use, who fails to timely file a complete and accurate water use report, is subject to a civil penalty not to exceed \$1,000.00 per water right. If the water right owner fails to file or cause to be filed an annual water use report by June 1 of the calendar year in which it is due, the chief engineer may issue an order indefinitely suspending all water use under such water right or permit. Any person filing a water use report knowing it contains false information shall be guilty of a class C misdemeanor.

Please be advised, if you are filing this water use report for the landowner of this water right and you fail to file the water use report by March 1, the landowner, will be held responsible for any fines or penalties and will receive future correspondence in regard to the delinquent water use report.

If a complete and accurate water use report is not received in the office of the Chief Engineer by March 1, 2019, the landowner will be assessed a CIVIL PENALTY for each water right or permit as follows:

WATER USE REPORT RECEIVED

January 1 – March 1, 2019

March 2 – June 1, 2019

AFTER JUNE 1, 2019

CIVIL PENALTY FILE NUMBER

NO PENALTY

\$250.00 PER FILE NUMBER

\$1,000.00 PER FILE NUMBER